

## **Chapter Two**

### **Certification Standards and Procedure**

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**Policy** Certification is the process by which an applicant is screened to and enrolled as a participant in the Arizona Senior Food Program. The contracted agency will conduct screening activities to certify eligible individuals for the Arizona Senior Food Program

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**In this Chapter** This chapter is divided into three sections which detail time periods for certification, forms used for certification and their function, certification standards and procedures.

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#### **Section A**

##### **Certification Periods**

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###### **Program Participants**

Seniors (age 60 and over) who meet the categorical, residence and income requirements of the program will be certified for a period of one year.

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#### **Section B**

##### **Forms Used in the Certification Process**

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The following forms may be used to certify applicants as eligible or ineligible for Senior Food Program and notify them of the action taken on their application:

	<b>Enrolled</b>	<b>On Waiting List</b>	<b>Ineligible</b>
Consent/Release Form	X	If appropriate	If appropriate
I.D. Folder	X		
Waiting List Form		X	
Ineligibility Form			X
Rights and Responsibilities Form			

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#### **Section C**

##### **Function of Forms Used in the Certification Process**

<b>Name of Form</b>	<b>Function of Form</b>
Rights and Responsibilities	<p><b>Details data necessary for determination of eligibility including:</b></p> <ul style="list-style-type: none"><li>• Applicant's name</li><li>• Participant identification number</li><li>• Date of certification</li><li>• Gives the applicant the opportunity to consent to or decline to the release of information to other programs and organizations administering assistance programs.</li><li>• Verifies the data provided by the applicant through sworn statements signed by the participant or participant's authorized representative, and the certifier (including printed name and title)</li></ul>

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#### **Function of Forms Used in the Certification Process (continued)**

Arizona Senior Food Program Identification Folder	<ul style="list-style-type: none"><li>• Identifies participant</li><li>• Serves as a signature card for the authorized representative when picking up a food box</li><li>• Serves as a record of dates when certification period begins and ends.</li></ul>
Waiting List Letter	<ul style="list-style-type: none"><li>• Documents eligibility</li><li>• Establishes a place on the waiting list</li></ul>
Ineligibility Letter	<ul style="list-style-type: none"><li>• Notifies applicant/participant of ineligibility for the Arizona Senior Food Program</li><li>• Informs applicant/participant of reason for determination</li></ul>